Alberta Housing Corporation

Agreement

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BETWEEN

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PORATION

AND

THE CIVIL SERVICE
ASSOCIATION OF ALBERTA

MARCH 19, 1975

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Agreement

BETWEEN

Alberta HOUSING CORPORATION

AND

THE CIVIL SERVICE
ASSOCIATION OF ALBERTA

MARCH 19, 1975

Agreement

BETWEEN

Alberta

HOUSING CORPORATION

AND

THE CIVIL SERVICE
ASSOCIATION OF ALBERTA

MARCH 15, 1975

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A G R E E M E N T

THIS AGREEMENT made this day of

BETWEEN:

ALBERTA HOUSING CORPORATION
(hereinafter called "the Corporation")

OF THE FIRST PART

- and -

THE CIVIL SERVICE ASSOCIATION
OF ALBERTA, ON BEHALF OF BRANCH 72
(hereinafter called "the Association")

OF THE SECOND PART

WHEREAS the Corporation is an Agency of the Crown within the meaning of the Crown Agencies Employee Relations Act and administers the Alberta Housing Corporation;

AND WHEREAS pursuant to the provisions of the said Act the Association has the sole right to negotiate on behalf of the Corporation's employees;

AND WHEREAS the parties are mutually desirous of entering into an agreement;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of these premises the parties hereto mutually covenant and agree with each other as follows:

1. INTERPRETATION

1.01 In this Agreement unless the context otherwise requires:

(a) A word used in the masculine gender applies also in the feminine;

(b) A word used in the singular applies also in the plural;

(c) "Act" means the Crown Agencies Employee Relations Act;

(d) "Association" means the Civil Service Association of Alberta;

(e) "Branch" means Branch 72 of the Civil Service Association of Alberta;

(f) "Corporation" means the Alberta Housing Corporation; (also referred to as Employer)

(g) "EMAC" means the Employee Management Advisory Committee;

(h) "Full-Time Employee" means a regular employee who normally works the full number of daily and weekly hours of work stipulated in the "Hours of Work" article of this Agreement.

(i) "Liaison Officer" means a person who is selected by the employees of the bargaining unit to act on behalf of those employees;

(j) "Part-Time Employee" means a regular employee who normally works only part of the regular work day or less than the full number of work days in each week or month;

(k) "Permanent Position" means a permanently established position, the duties of which are

of a continuing nature of indefinite extent;

(l) "Probationary Employee" means an employee who occupies a permanent position on a trial basis for a probationary period, as defined in this agreement;

(m) "Regular Employee" means an employee who occupies a permanent position and who has successfully completed a probationary period;

(n) "Temporary Employee" means an employee who is employed in a position of a full-time or part-time nature, the duration of which is unknown. Time spent in temporary employment will be recognized toward a probationary period if the temporary position becomes permanent

(o) "Temporary Position" means a position the duties of which are of limited or uncertain duration;

(p) "Work Day" means any day on which an employee is expected to be at his place of employment.

2. FUTURE LEGISLATION AND THE COLLECTIVE AGREEMENT

2.01 In the event that any law passed by the Government of Alberta renders null and void any provision of this Agreement, the remaining provisions of the Agreement shall remain in effect for the term of the Agreement.

3. COLLECTIVE BARGAINING

3.01 Either party may not less than sixty (60) calendar

days and not more than ninety (90) calendar days immediately preceding the expiry of this Agreement give notice to the other party to commence negotiations.

3.02 Where notice to negotiate has been served by either party, a negotiating committee shall be appointed consisting of:

(a) three (3) persons appointed by the Employer, and

(b) three (3) persons appointed by the Association.

3.03 Collective Bargaining shall be in accordance with the provisions of the Crown Agencies Employee Relations Act or any subsequent applicable legislation.

4. MANAGEMENT RECOGNITION

4.01 The Association recognizes that all functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.

5. BARGAINING AGENT

5.01 The Corporation recognizes the Association as the sole Bargaining Agent for all employees of the Corporation excepting those excluded from the Agreement as specified in Article 5.02.

5.02 The Parties agree the following classifications are to be excluded from this Agreement:

Schedule of Excluded Classes

President
Corporate Administration Vice-President
Vice-President, Calgary Region
Vice-President, Edmonton Region
Comptroller
Personnel Manager
Corporate Office Manager
Director of Systems
Director of Research
Project Manager
Chief Architect
Chief of Construction
Maintenance Manager
Secretary to President
Secretary to Executive Vice-President
Legal Counsel
Mortgage Manager
Secretary to Board
Property Manager
Chief Appraiser

6. EXCLUSIONS - NEW CLASSES

6.01 When the Employer establishes a new job classification or alters an existing job classification, the Employer shall provide written notice to the Branch, indicating whether or not the classification should be excluded from the Agreement. Where the Employer and the Branch cannot agree on the exclusion, the matter may be referred to arbitration with the approval of the Minister pursuant to the Crown Agencies Employee Relations Act.

7. AGREEMENT TERMS

7.01 The Employer and the Association agree that:

(a) The applicable Pay Rates shall be paid as set out in Schedule "A" hereto;

(b) Terms and conditions of employment, as set out herein, shall not be changed after the

effective date hereof save in accordance with the collective bargaining procedure herein provided;

(c) The Employer may establish new job classifications or alter existing job classifications as the need arises. In such event, the Employer shall give written notice to the Branch of such new or altered job classification and the proposed salary rate related thereto. If the Branch does not agree with the proposed rate, a meeting shall be held with the Employer representatives within ten (10) working days of the notice to resolve the issue. If an agreement cannot be reached, the dispute may be processed through step IV of the Grievance Procedure within ten (10) working days of the final meeting with Employer representatives.

7.02 Notwithstanding the provisions of Article 7.01, the Employer during the life of this Agreement may, with the agreement of the Branch,

(a) increase rates of employee compensation, or

(b) add to any employee entitlement, or

(c) extend employee rights

which are contained within this agreement and upon such agreement these changes shall become the rates, entitlement, or employee rights.

8. ASSOCIATION MEMBERSHIP AND DUES CHECK-OFF

8.01 The Employer will deduct dues, as established by the Association, from every employee covered by this Agreement. Present employees who are not members of the Association shall not be compelled to join the Association, however, all new employees hired subsequent to January 1, 1975, must become members of the Association as a condition of employment.

8.02 The Employer agrees to remit to the Central Office of the Association the dues deducted each month together with a list of names of those employees from whom payroll deductions have been made by the end of the succeeding month.

9. LIAISON OFFICERS

9.01 The Employer agrees to recognize employees who are elected or appointed as Liaison Officers to be representatives of the Branch acting on behalf of the employees. The Liaison Officer may, at the request of an employee, accompany or represent him in the processing of a grievance with management. When it becomes necessary for a Liaison Officer to leave his job for this purpose he will give his supervisor as much advance notice as possible. Arrangements will be made by the supervisor to permit the Liaison Officer to leave his job for this purpose with no loss of regular earnings, as

soon as reasonably possible. Such time off shall be granted only upon the approval of the Department Head or authorized alternate, which approval shall not be unreasonably withheld.

9.02 The Employer and the Branch shall determine the number of Liaison Officers and the jurisdiction of each Liaison Officer, having regard to the plan of organization, the distribution of employees at the work place and the administrative structure implied by the grievance procedure.

9.03 A list of Liaison Officers shall be supplied to the Personnel Office which shall be advised in writing of any changes in this list.

10. TIME OFF FOR ASSOCIATION BUSINESS

10.01 Time off from work without loss of regular earnings will be provided on the following basis:

(a) Members of the Branch Negotiating Committee, not to exceed three (3) in number, for time spent meeting with representatives of the Employer, and preparing for negotiations of a Collective Agreement, during any day that negotiations will take place.

(b) The Grievor and/or one (1) Branch appointee for time spent in discussing grievances with representatives of the Employer as outlined in the grievance procedure.

(c) Authorized Branch Representatives for time spent meeting with representatives of the Employer at formal employee-management committees where matters of mutual concern are discussed.

10.02 Time off from work without loss of regular earnings may be provided on the following basis:

(a) To attend Provincial Executive meetings or meetings of the Association Bargaining Committee.

(b) To attend special Association meetings such as Joint Council and the Association Welfare Fund Committee.

10.03 The Association recognizes that Branch Officers are employees of the Corporation and as such have jobs to perform on behalf of the Employer.

10.04 In all of the foregoing provisions, no request for time off shall be considered unless it is made sufficiently in advance of the date the time off is required.

10.05 The Employer may refuse to grant permission for time off where disruption of work or other difficulty will arise, however, time off shall not be unreasonably denied.

10.06 Where leave without pay is granted for other Association business, the Employer will pay the employee and invoice the Association for the salary costs incurred.

10.07 Time off without pay may be provided to elected delegates to attend the Annual Convention of the Civil Service Association.

11. GRIEVANCE PROCEDURE

An employee may:

(a) complain or grieve about any alleged unjust treatment; or discrimination; or alleged unfair working condition through Steps I to III inclusive of the grievance procedure; and

(b) grieve on the application; or interpretation; or alleged violation of the articles of this Collective Agreement through Steps I to IV inclusive of the grievance procedure; or

(c) grieve through Steps I to IV inclusive on:

(i) any matter involving salary administration; or

(ii) any disciplinary action which results in financial penalty, except that an employee may appeal initially against suspension, or demotion, or dismissal, at Step III unless the notice of the disciplinary action advises him to appeal at Step IV;

(iii) not withstanding sub clause (ii), an employee may appeal through Steps III and IV inclusive of the grievance procedure, a demotion that does not result

in immediate financial penalty, but is a demotion to a classification with a lower maximum salary.

11.01 A complaint or grievance submitted shall be dealt with progressively without stoppage of work or refusal to perform work.

11.02 Communication:

(a) Any notice or advice which the Employer is required to give to the Branch in respect of any matter referred to in this section shall be sufficient if delivered to the Secretary of the Branch.

(b) Any notice or advice which the Branch is required to give to the Employer in respect of any matter referred to in this section shall be sufficient if delivered to the Secretary for Personnel of the Corporation.

11.03 Final Settlement of All Differences Between the Branch and the Corporation:

(a) In the event that a dispute arises between the Corporation and the Branch regarding the interpretation, application, operation or any alleged violation of this Collective Agreement, including any question as to whether the dispute is arbitrable which cannot be resolved by discussion between the parties, the dispute becomes a grievance.

(b) The dissatisfied party shall submit a grievance in writing to the other party within ten (10) work days of the time when either of the parties first becomes aware that a grievance had occurred.

(c) If the parties fail to settle the grievance within ten (10) work days from the date of its submission in writing to the other party, then either party may submit the grievance to arbitration pursuant to the time limits and procedures as provided in Step IV hereafter.

11.04 Grievance Procedure "Steps" For Final Settlement of Grievances as Defined in Article 11.00 for Disputes Arising Between the Employer and One or More Employees:

Step I:

Within ten (10) work days of the time when the employee first becomes aware that a grievance allegedly had occurred, the employee shall discuss the matter with his immediate supervisor with a view to resolving it. If the employee so desires, the Liaison Officer may be present during discussions at this step.

Step II:

If the dispute is not resolved satisfactorily in Step I, the grievance shall then be reduced to

writing together with the redress sought and shall be submitted to the Personnel Officer or his authorized alternate within ten (10) work days from the date of the discussions at Step I. The decision of the Personnel Officer or his authorized alternate will be made known to the employee, in writing, within ten (10) work days of receipt of the written grievance.

Step III:

If the dispute is not resolved satisfactorily in Step II, the grievance shall be submitted in the same form as in Step II, namely in writing together with the redress sought, to the President, or his authorized alternate, within ten (10) work days from the date of the decision by the Personnel Officer or his authorized alternate. The President or his authorized alternate shall render his decision in writing to the employee and the Branch within ten (10) work days of receipt of the grievance.

Step IV

If the dispute is not resolved satisfactorily in Step III, the grievance may be referred to an Arbitration Board. The party desiring to submit the grievance to an Arbitration Board shall, within ten (10) work days of the receipt of the written reply at Step III, inform the other party of this intent, along with the name of their appointee to the Board. Upon receipt of such notice, the other party shall respond, with the name of their appointee to the Board, within ten (10) work days.

The two (2) appointees shall, within five (5) work days, meet and endeavour to select a mutually agreed upon third member to the Board, who shall be the Chairman. Failing this, the Minister of Labour for the Province of Alberta shall be requested to appoint an independent Chairman to the Arbitration Board.

Within ten (10) working days of the appointment of the Chairman, the Board shall meet, hear the grievance and make their decision, in writing to both parties. A decision of the majority shall be the decision of the Board and is binding on the parties.

11.05 The Arbitration Board shall not have any power to alter, amend or change, in any way, the provisions of this Agreement, or to substitute any new provisions for any existing provisions but may reduce any penalty imposed on the grievor.

11.06 In the event the initiator of the grievance fails to follow the procedure and time limits established in the steps of the grievance procedure, the grievance shall be deemed to be abandoned.

11.07 When the recipient of the grievance fails to respond within the time limits prescribed in the grievance procedure, the grievance shall advance to the next step of the grievance procedure.

11.08 Extension of Time Limits:
Either party may request an extension of the limits mentioned above providing that such extension is

requested prior to the expiry of the time allowed. Where such extension is requested, it should not be denied unreasonably.

11.09 Meetings During Grievance Procedure:

(a) A Liaison Officer shall not leave his place of work to discuss a grievance with the Employer or an employee during working hours without first obtaining permission from his immediate supervisor to do so.

(b) An employee who wishes to discuss his grievance with the Employer at any level of the grievance procedure shall obtain the permission of his immediate supervisor before leaving his place of work for this purpose and should report back to his immediate supervisor before resuming his normal duties.

(c) An authorized Association representative shall not enter a place of work to discuss a grievance with an employee or employees without first obtaining permission from the Employer to do so.

(d) Permission requested under sub section (a), (b), or (c) should not be unreasonably denied.

11.10 When a dispute is referred to arbitration pursuant to the Crown Agencies Employee Relations Act, the Cost of the Arbitration Board shall be shared

equally by the Corporation and the Association.

11.11 An employee who is serving a probationary period shall have recourse to the grievance procedure except when terminated for unsatisfactory performance.

12. PROBATIONARY APPOINTMENTS

12.01 The probationary appointment of an employee to a permanent position shall not exceed three (3), six (6) or twelve (12) months for classes as listed below. In the case of a person who has previously been employed in a temporary position and who is appointed to a permanent position, such previous employment may be reckoned as all or part of the probationary period specified for the position.

Classes for which Probationary Period is Three Months:

Mail Clerk
Clerk Typist
Messenger
Clerk I
Clerk Stenographer
Receptionist
Loans Clerk
Accounts Receivable Clerk
Mortgage Arrears Clerk
Accounts Payable Clerk
Payroll Clerk
Stenographer
Secretary I
Property Clerk
Mortgage Clerk
Cost Clerk
Data Control Clerk
Clerk II
Maintenance Clerk
Loans Officer Trainee
Accounting Clerk
Documents Clerk

Classes for which Probationary Period is Six Months:

Appraiser Trainee
Draftsman
Loans Officer
Secretary II
Statistical Research Assistant
Housing Research Assistant
Property Officer
Chief Draftsman
Technician
Inspector
Assistant Administrator Public Housing
Assistant Administrator Senior Citizens Housing
Loans Control Clerk
Data Terminal Supervisor
Engineering Technician
Library Technician

Classes for which Probationary Period is Twelve Months:

Economist
Purchasing Agent
Social Research Officer
Accountant
Budget Control Officer
Chief Statistician
Chief Economist
Contract Manager
Senior Inspector
Technical Land Officer
Project Estimator
Chief of Maintenance
Chief of Construction Inspector
Appraiser
Loans Administrator
Architect
Engineer
Staff Housing Officer
Senior Loans Officer
Area Housing Manager
Rehabilitation Officer
Housing Development Manager
Housing Operations Manager
Maintenance Supervisor
Programmer Analyst

12.02 Employee Performance Report:

An employee shall receive a copy of his performance

report after it has been completed and discussed with him; and both he and the rater have signed the report.

13. LAYOFF

13.01 Layoff is defined as a temporary separation from employment as a result of lack of work. Written notice of the expected duration of layoff will be provided.

13.02 In the event the Employer finds it necessary to lay off an employee, thirty (30) working days notice shall be provided before the layoff or two (2) weeks pay in lieu of such notice shall be granted.

13.03 All employees laid off shall be placed on a re-call list to the position vacated for a period of six (6) months. An employee's name shall be removed from the list on his first refusal to return to work. A recalled employee must report for work within a ten (10) work day period or lose his re-employment status.

13.04 The requirement to provide layoff notice shall not apply in the event of a staff reduction caused by fire, flood, earthquake or other acts of God requiring immediate closure of all or part of the Corporation.

14. POSITION ABOLISHMENT

14.01 The Employer shall notify an employee whose position is to be abolished and who cannot be placed in another position three (3) months prior to the effective date of the abolition of position. Three (3) months pay may be made in lieu of notice.

14.02 The Employer agrees that in the event it becomes necessary to abolish an existing position, every effort will be made to absorb the employee covered under this Agreement into some other area of the Corporation or to obtain a transfer to another Government Department, Board or Agency.

14.03 An employee may elect to compete for a new position in the Employer's service. Where qualifications, ability and experience are equal, the employee shall be given preference.

15. SENIORITY

15.01 In making promotions and filling job vacancies, the required knowledge, experience and skills contained in the job posting shall be the primary consideration, and where two or more applicants possess relatively equal qualifications, seniority shall be the deciding factor.

15.02 In the event of a layoff, permanent employees in the same job classification within a single division and location shall be laid off in the reverse order of seniority. Employees shall be recalled

in their order of seniority, providing they are qualified to do the work. No new employees shall be hired until those employees who are on the re-employment list pursuant to Article 13 have been given an opportunity for re-employment to any position for which they are qualified.

16. JOB OPPORTUNITIES

16.01 Notices outlining details of all vacant regular full-time positions will be posted and maintained on notice boards at suitable locations. Such notices will be posted for a minimum period of five (5) work days before the competition closes. Priority will be given to present qualified employees.

16.02 The Employer will not be required to post notices of positions at entry levels, where it is known no interest exists or for classes where it is known that present employees lack specific qualifications.

17. RIGHTS OF TRANSFER

17.01 An employee who has been promoted or transferred to another position, shall serve a trial period of three months to determine his suitability for the new position. During the trial period, the employee may return, or be returned, to his former position or to another similar position for which he is qualified at his former salary. Any other employee promoted or transferred because of the

rearrangement of positions shall be returned to his former position at the salary he would have been receiving had the promotion or transfer not taken place; and the employee's anniversary date shall be adjusted back to the original anniversary date.

18. CLASSIFICATION

18.01 The Employer agrees to maintain a Classification Plan and to provide a complete copy of the Classification Manual to the Branch along with any subsequent amendments.

18.02 Employees presently on staff will be provided with a copy of their own job description and classification allocation. New employees will be provided with this information on their first day of employment.

18.03 An employee whose position is reclassified to a higher salary assignment shall be paid a rate in the higher classification which is not less than a full increment higher than his present rate of pay, but not less than the minimum nor higher than the maximum of the new classification. Upon promotion, an employee's salary shall be adjusted in the same manner. The employee's anniversary date, for salary purposes, shall not change in either instance if he is less than six (6) months away from his next annual salary increment.

18.04 An employee whose position is reclassified to a lower salary assignment, through no fault of his own, shall not suffer a loss in pay, and the Employer shall assist the employee to relocate to a position assigned to his former classification.

19. SALARY INCREMENTS

19.01 Increments will be awarded on increment due dates in accordance with the salary schedule. In the event that the Employer has just cause to withhold an employee's increment, the employee must be notified no later than the due date, otherwise the increment shall not be withheld. The withheld increment may be awarded at any later date at the discretion of the Employer.

19.02 A negotiated increase shall not be withheld for any reason other than that portion by which an employee's salary may be frozen more than three (3) increments over-range.

19.03 A long service increase of one (1) increment shall be paid to employees three (3) years after reaching their maximum salary providing they have been continuously employed for a total of eight (8) years.

19.04 After the first long service increase has been granted, subsequent long service increases due to promotion, reclassification or demotion, shall be

granted one (1) year after the maximum salary is reached.

20. ACTING INCUMBENT

20.01 Where an employee is designated temporarily to assume all of the principal duties of a higher paying position, or where an employee is designated temporarily to assume part of the principal duties of a higher paying position and at the same time is required to perform most of the duties of his position, and where such position is paid at a flat rate of pay, he shall receive the rate for the job; or where a salary range has been established for the position, he shall receive the rate in the salary range which is two steps higher than his current rate, not exceeding the maximum for the job, provided the employee completes an initial period of five (5) work days.

20.02 Only one employee shall be designated to perform the duties of an absent employee.

21. HOURS OF WORK

21.01 The required hours of work for all employees shall be thirty-six and one quarter (36 1/4) hours per week in seven and one quarter (7 1/4) hours each work day and five (5) days per week, Monday through Friday.

21.02 One (1) fifteen (15) minute rest period with pay will be permitted in each half of the work day.

21.03 The lunch break shall consist of not less than thirty (30) minutes each work day.

21.04 An employee who is absent from duty without prior authorization should communicate the reason for his absence to his supervisor at his place of work within two (2) hours of such absence.

22. OVERTIME

22.01 It is understood that from time to time employees may be requested to work in excess of their regular daily and/or weekly hours.

22.02 An employee may be required occasionally to work extra time, not exceeding fifteen (15) minutes, immediately before or following his normal hours on a regular work day without payment.

22.03 An employee in a class eligible for overtime who works in excess of the fifteen (15) minutes provision in Article 22.02 shall be compensated for all authorized overtime worked including the fifteen (15) minutes and one and one-half (1 1/2) times his regular hourly rate for the first three (3) hours and double time thereafter.

22.04 Overtime payment or compensatory time off shall be calculated to the nearest fifteen (15) minutes and shall not be allowed twice for the same hours.

22.05 Employees in a class eligible for overtime who are authorized to work on their scheduled day(s) off

shall be paid at the rate of one and one-half (1 1/2) times the regular rate for the first day of rest up to seven and one-quarter (7 1/4) hours and double time thereafter.

22.06 Employees in a class eligible for overtime who are authorized to work on a Paid Holiday shall be compensated at one and one-half (1 1/2) times the regular rate and shall be given another day off with pay at a time mutually agreeable to the employee and his supervisor.

22.07 Employees in a class eligible for overtime who are required to work irregular, uncontrolled or unsupervised hours in the field shall be granted equivalent time off or pay at regular rates for hours worked.

22.08 Employees in classes not eligible for overtime rates of pay who, as a condition of employment, are required normally to work irregular, uncontrolled or unsupervised hours may be granted equivalent time off or pay at regular rates for extra hours worked.

22.09 Provided it is essential that an employee travel outside his regular hours and provided his class is eligible for overtime, he shall be paid for these hours or granted time off in lieu at straight time rates. For this purpose, travel does not include travel to and from a normal place of work and the employee's residence.

22.10 Time off in lieu of overtime payment shall be given if elected by the employee and approved by the Employer. All approved time off shall be taken within a Twelve (12) month period or payment shall be effected.

22.11 Overtime pay shall be calculated from the annual salary rate in effect at the time overtime is worked regardless of any subsequent retroactive change in that rate.

22.12 Classes Eligible for Overtime Compensation Sections 22.05 & 22.07

Mail Clerk	Stenographer
Messenger	Secretary I
Clerk I	Mortgage Clerk
Clerk Stenographer	Property Clerk
Receptionist	Draftsman
Loans Clerk	Accounts Receivable Clerk
Accounts Payable Clerk	Property Officer
Mortgage Arrears Clerk	Secretary II
Budget Control Officer	Loans Officer
Statistical Research Asst.	Clerk Typist
Housing Research Asst.	Payroll Clerk
Asst. Admin. Public Housing	Chief Draftsman
Asst. Admin. Senior Citizens Housing	

22.13 Section 22.08 shall apply to all classes under this agreement not listed above.

22.14 Call Back

When an employee is called back to work outside of scheduled working hours, he shall be paid not less than two (2) hours overtime.

23. PAID HOLIDAYS

23.01 Each employee shall be entitled to the following

holidays with pay:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Dominion Day	Boxing Day
Civic Holiday	

and any other day duly proclaimed as a Provincial or National holiday, and any days when government offices are closed for Christmas and the New Year.

23.02 Employees within an urban municipality or in a location having the same postal address thereas are entitled to leave with pay on any day proclaimed as a Civic Holiday under the provisions of the Municipal Government Act, 1968.

23.03 When a day designated as a paid holiday under Article 23.01 falls on an employee's regular day off, he shall be granted either:

(a) a day off in lieu with pay at his regular rate, or

(b) an additional day's pay at straight time for the holiday at the current rate.

24. ANNUAL VACATION

24.01 An employee shall not take vacation leave without prior authorization from the Employer.

24.02 An employee shall be entitled to vacation with pay as follows:

(a) During the first year of employment, an employee shall earn one and one-quarter (1 1/4) work days' vacation for each full calendar month worked from the commencement of his service; provided that when employment has commenced prior to the 16th Calendar day of the month, that month shall be considered as a full calendar month.

(b) During the second to thirteenth (13th) year of employment, an employee shall receive fifteen (15) work days' vacation.

(c) An employee shall receive twenty (20) work days' vacation with pay during the fourteenth (14th) and subsequent vacation years and twenty-five (25) work days' vacation with pay during the twenty-fifth (25th) and subsequent vacation years.

24.03 If one or more paid holidays pursuant to Article 23 falls during an employee's annual vacation period, another day or days may be added at the end of the vacation period or as may be authorized by the Employer.

24.04 An employee who is granted leave of absence with pay or is absent on authorized sick leave or Workers' Compensation, shall earn vacation leave during the first two months of absence.

24.05 An employee who is granted leave of absence without pay shall earn vacation leave during the first month of absence.

24.06 As far as is possible employees shall be granted their choice of vacation periods during the vacation year.

24.07 Employees may take their vacation all at once or, one or more weeks at a time provided that one week may be taken as single days off. Vacations may be carried over from one vacation period to the next upon approval by the Employer.

24.08 Where an employee is allowed to take any leave of absence, other than sick leave in conjunction with a period of vacation leave, the vacation leave shall be deemed to precede the additional leave of absence, except in the case of maternity leave which may be taken before or after vacation leave.

24.09 An employee who terminates his service or whose employment is terminated, shall receive vacation pay in lieu of such vacation earned but not taken.

24.10 Where an employee is transferred to the Corporation, any previous Provincial Government Service, including any Board, Agency or Commission service, shall be counted when calculating vacation entitlements.

25. SICK LEAVE

DEFINITIONS

(a) "Illness" means any illness, injury or quarantine restriction affecting an employee.

(b) "Casual Illness" means an illness which causes an employee to be absent from duty for a period of three (3) successive work days or less, and includes dental treatment involving an absence of more than two and one-half hours which has been given prior authorization.

(c) "General Illness" means an illness which causes an employee to be absent from duty for a period of more than three successive work days.

25.01 SICK LEAVE ENTITLEMENT

The "general" and "casual" sick leave entitlement is combined and may be taken as general illness leave and/or casual illness leave, provided that total sick leave does not exceed the combined entitlement in any employment year, and, provided that casual sick leave does not exceed ten (10) work days in any employment year.

Where an employee is transferred to the Corporation, any previous Provincial Government Service, including any Board, Agency or Commission service, shall be counted when calculating sick leave entitlements.

25.02 CASUAL ILLNESS

Leave with pay for casual illness shall not be allowed in the first month of employment.

25.03 Leave with pay for casual illness may be granted in the second and subsequent months of the first year of employment as follows:

(a) in the second month - one (1) work day,

(b) in the third month - two (2) work days if no leave with pay for casual illness was granted in the second month,

(c) in subsequent months leave with pay may be granted provided that the total period does not exceed:

(i) three (3) work days in the first four (4) months,

(ii) four (4) work days in the first five (5) months,

(iii) five (5) work days in the first six (6) months,

(iv) six (6) work days in the first seven (7) months,

(v) seven (7) work days in the first eight (8) months,

(vi) eight (8) work days in the first nine (9) months,

(vii) nine (9) work days in the first ten (10) months,

(viii) ten (10) work days in the first eleven (11) months,

(ix) ten (10) work days in the first twelve (12) months.

25.04 In the second and subsequent years of employment casual sick leave may be granted to a maximum of ten (10) work days.

GENERAL ILLNESS

25.05 After the first three (3) months of employment, leave of absence with pay in each year of employment is allowable on account of general illness, less any casual sick leave taken, as follows:

(a) in the first year of employment, two (2) days for each month worked up to a total of sixteen (16) work days with full pay,

(b) in the second year of employment, twenty-two (22) work days with full pay,

(c) in the third year of employment, forty-one (41) work days with full pay,

(d) in the fourth year of employment forty-nine (49) work days with full pay,

(e) in the fifth year of employment, sixty (60) work days with full pay,

(f) in the sixth to tenth years of employment, seventy-five (75) work days with full pay and sixty-five (65) days with half pay,

(g) in the eleventh to fifteenth years of employment, seventy-five (75) work days with full pay, and one hundred and ninety-five (195) work days with half pay,

(h) in the sixteenth to twentieth years of employment, one hundred and forty (140) work days with full pay, and one hundred and forty (140) work days with half pay,

(i) in the twenty-first and subsequent years of employment, two hundred and five (205) work days with full pay, and sixty-five (65) work days with half pay.

25.06 When an absence on account of general illness continues from one of the above mentioned stages of employment to the next, the period of leave with pay allowable in respect of that absence is determined according to the year of employment in which the absence commenced, but that portion of such period of leave which is taken in the succeeding year does not reduce the employee's sick leave entitlement for that year.

25.07 An employee is not eligible to receive sick leave benefits under this Article if:

(a) the absence is due to an injury while in the employ of any other employer; or

(b) the absence is due to pregnancy.

25.08 When a day designated as a paid holiday falls within a period of general illness it shall be debited as a day(s) of general illness and under no circumstances shall an employee be authorized both a day(s) of general illness and a holiday(s) for the same day(s).

25.09 The Employer may request a medical certificate in respect of any sick leave taken.

25.10 The employer may require that an employee be examined by a medical board:

(a) in the case of prolonged or frequent absence due to general illness, or

(b) when it is considered that an employee is unable to satisfactorily perform his duties due to disability or illness.

25.11 An employee shall be entitled to have his personal physician or another physician of his choice to be a member of the medical board or to act as his counsel before the medical board. Expenses incurred under Sub Section 25.11 shall be paid by the employee.

25.12 An employee who is on sick leave and whose services are to be terminated upon recommendation of a medical board, shall be entitled to use his remaining sick leave entitlement for that employment year before he is released from employment with the Corporation.

25.13 If an employee has resigned, retired or been dismissed, and after a lapse of time is re-employed, he is then deemed to be a new employee for the purpose of earning sick leave. An employee who was terminated by reason of the abolition of his position shall, upon re-employment, have his sick leave entitlement based upon his total years of service.

25.14 An employee whose services are being continued after he has reached retirement age and who suffers any general illness that causes him to be absent from duty for more than twenty-two (22) consecutive work days, is entitled to leave with pay for the first twenty-two (22) work days of absence only, and during the remainder of his absence, his pension, if any, shall be paid him.

ALCOHOLISM

25.15 The Employer recognizes that Alcoholism is an illness, and accordingly shall allow an employee to utilize the unused protion of his sick leave entitlement for purposes of treatment pursuant to the provisions contained in the Personnel Manual.

26. WORKER'S COMPENSATION

26.01 If any employee sustains an injury in the course of his duties and is eligible to receive Worker's Compensation, he shall be paid his regular salary

for a period of one hundred and twenty (120) work days or for a period equal to his combined full and half sick leave entitlements whichever is greater. If such an employee is granted a total disability pension during this period, he shall then be paid by the Workers' Compensation Board according to the Compensation Act.

27. FAMILY ILLNESS

27.01 An employee shall be granted leave with pay for a period of up to two (2) work days if there is an illness in his immediate family, however, reasonable proof may be required where the period of leave extends beyond one (1) work day. Immediate family shall mean: wife, husband, son, daughter, mother and father.

27.02 A leave of absence granted to an employee under this article shall be only for the purpose of making arrangements for the care of the person that is ill.

28. BEREAVEMENT LEAVE

28.01 In the case of bereavement in the immediate family, an employee not on leave of absence without pay shall be entitled to special leave, at his regular rate of pay, from the date of death to and including the day of the funeral with, if necessary, an allowance for immediate return travelling

time. Such leave shall normally not exceed five working days.

28.02 Members of the employee's family are defined as the employee's spouse, parent, guardian, parent-in-law, grandchild, grandparent, son, daughter, brother, sister or the husband or wife of any of them.

28.03 In the event of the death of other relatives or a fellow employee, or close friend, an employee may be allowed leave with pay for a period of one (1) day or required portion thereof, to attend a funeral, subject to the approval of his supervisor.

29. EMERGENCY LEAVE

29.01 An employee shall be granted leave of absence with pay up to two (2) work days for a critical condition which requires his personal attention in a disaster (flood, accident, fire, etc.) which cannot be attended to by the employee at a time when he is normally off duty.

30. MATERNITY LEAVE

30.01 An employee shall be granted leave without pay for maternity reasons for a period not exceeding six (6) months from the date of leaving to the date of return provided that she has completed one (1) year of continuous service at the time of application. The employee shall normally provide three (3) months notice prior to her scheduled date of confinement.

30.02 An employee granted leave without pay for maternity reasons shall be returned to her former position or be placed in another position at a comparable salary level upon her return to work.

30.03 The Employer shall determine the date that maternity leave commences in consultation with the employee.

30.04 An employee who has completed one (1) year of continuous service and resigns for maternity reasons and who is re-employed in any capacity within six (6) months from the date of her resignation, shall be considered to have been on leave without pay.

31. CHANGE OF DOMICILE

31.01 An employee who maintains a self contained household, and who changes his place of residence which necessitates the moving of his household effects during his normal working hours may, for the purpose of moving his household effects, be granted one (1) work day's leave with pay, and where an employee's spouse is employed by the Corporation, both may be granted the same day off.

31.02 An employee who is transferred, and is required to move his household effects to a different locality, shall be allowed such leave with pay as is required for the move, as set out in regulations.

32. JURY OR WITNESS DUTY

32.01 When an employee is summoned to appear in court in his official capacity to give evidence or to produce Corporation records, he shall be allowed leave with pay, but any witness fee receivable by him shall be paid to the Corporation.

32.02 When an employee is summoned to appear in court as a witness or juror in his private capacity:

(a) at a location within the Province of Alberta, he shall be allowed leave with pay, but any fee receivable by him shall be paid to the Corporation;

(b) at a location outside the Province of Alberta, he may be allowed leave with pay if authorized by the Employer, but any fee receivable by him shall be paid to the Corporation.

33. HEALTH PLAN BENEFITS

33.01 An employer-sponsored group plan will be operated to provide insurance protection for the cost of Basic Health Services through the Alberta Health Care Insurance Commission and for Optional Health Services through the Alberta Blue Cross Plan.

33.02 The Employer will contribute fifty (50%) percent of the premiums levied for the contracts issued by the insurers.

34. GROUP LIFE INSURANCE

34.01 Participation in the Group Life Insurance Plan is restricted to regular full-time salaried employees and participation is a condition of employment for all such employees commenced on or after December 1, 1971.

34.02 The Employer shall pay the total premium cost for $4,000.00 of basic life coverage for an employee who is eligible for the basic life coverage.

34.03 The Employer shall pay eighteen (.18) cents per $1000.00 coverage for an employee who is eligible to participate in the plan and who is not covered by the basic coverage pursuant to Section 34.02.

34.04 The Schedule of Insurance for employees who are eligible to participate pursuant to Section 34.03 shall be two and one-half (2 1/2) times regular sala rounded out to the next highest $1000.00, up to a maximum coverage of $30,000.00.

35. TERMINATION OF EMPLOYMENT

35.01 A permanent employee who resigns from the Corporation is expected to give at least ten (10) working days' notice prior to his resignation if he wishes to resign in good standing.

36. PART-TIME EMPLOYEE

36.01 Part-time employees working more than four (4)

hours per day or twenty (20) hours per week or eighty (80) hours per month shall be entitled to all benefits outlined in this Article.

36.02 A part-time employee will be paid in accordance with the rate established for the position occupied.

36.03 Reasonable notice will be provided when an assignment is to end.

36.04 Benefits

(a) Annual vacation shall be accumulated and taken as paid leave or paid in lieu of at a rate of 6% for all hours worked if employed for less than fourteen years, or pay in lieu at a rate of 8% for all hours worked if employed for fourteen or more years.

(b) Statutory holiday pay at a rate of 4.4% of all salary earned during each monthly pay period. Any work required to be performed on a Statutory Holiday shall be compensated for at the appropriate overtime rates.

(c) Sick leave.

(d) Family illness.

(e) Change of domicile.

(f) Emergency leave.

(g) Bereavement leave.

Time off with pay will be granted under this Article pro-rated in accordance with hours worked.

36.05 Association dues will be deducted and forwarded to the Association in accordance with written instructions from the Civil Service Association of Alberta.

36.06 Part-time employees will be given preference while applying for full-time positions.

37. TEMPORARY EMPLOYEE

37.01 Temporary employees shall be entitled to all benefits outlined in this Article.

37.02 A temporary employee will be paid in accordance with the rate established for the position occupied.

37.03 A temporary employee will not have access to the grievance procedure as a result of being terminated due to lack of work. A reasonable notice will be provided when an assignment is to end.

37.04 Benefits

(a) Annual vacation shall be accumulated and paid for in cash at the time of termination of employment at the rate of 6% of gross salary earned.

(b) Statutory holidays shall be granted with pay. Any work required to be performed on a Statutory Holiday will be compensated for at the appropriate overtime rates.

(c) After thirty (30) days of service, temporary employees will be eligible for:

(1) Blue Cross

(2) Alberta Health Care

(3) Group Life Benefits

and after three months of continuous service, temporary employees will be eligible for all benefits provided by this Agreement except as stated in Article 37.03.

37.05 Association dues will be deducted and forwarded to the Association in accordance with written instructions from the Civil Service Association of Alberta.

37.06 Temporary employees will be given preference while applying for full-time positions.

38. TRAVEL, SUBSISTENCE, MILEAGE AND MOVING ALLOWANCES

38.01 An employee who is required to travel on Corporation business or who is relocated, or who otherwise incurs expenses on behalf of the Corporation, shall be entitled to claim expenses and allowances as established by regulations. Compensation provided by the Corporation regulations shall not be less than that provided by Regulations Governing the Payment of Subsistence and Travelling Allowances pursuant to the Public Service Act.

39. NORTHERN ALLOWANCE PAY

39.01 An employee occupying a permanent position who

is required to be employed on a full-time basis at either of the following locations in the Province of Alberta shall, for each month served, be paid in addition to his basic salary, a Northern Allowance of:

(a) One hundred and twenty-five dollars when employed at a location north of the 57th parallel of north latitude; or

(b) One hundred dollars when employed at a location north of the 22nd base line, east of the 112th degree of longitude, and south of the 57th parallel of north latitude.

39.02 For partial months of employment, an employee eligible for 39.01 (a) or (b) shall receive Northern Allowance payment in accordance with the following formula:

$$\frac{\text{Annual Northern Allowance} \times \text{number of days worked}}{261}$$

40. REGULATIONS AND PERSONNEL POLICIES

40.01 A copy of Personnel Regulations and Procedures and amendments issued by the Corporation shall be provided to the Branch. Such regulations and procedures shall be consistent with the provisions of the Agreement.

40.02 The Employer may consult with the Branch on any matter of mutual interest.

41. EDUCATIONAL LEAVE

41.01 Any employee is eligible to apply for educational leave in accordance with the provisions contained in the Personnel Manual.

42. GENERAL

42.01 Duration of Agreement shall be January 1, 1975, to March 31, 1976.

42.02 Where notice is served by either party under the provisions of The Crown Agencies Employee Relations Act, 1968, as amended this Agreement shall continue in effect until:

(a) settlement is agreed upon and a new Agreement signed;

(b) if new settlement is not agreed upon, then this Agreement shall remain in effect until a new Agreement is signed in accordance with The Crown Agencies Employee Relations Act.

42.03 The Employer agrees to distribute a copy of this Agreement to all employees covered by this Agreement.

42.04 Any notice hereunder required to be given shall be deemed to have been sufficiently served if personally delivered or mailed in a prepaid registered envelope addressed in the case of the Employer to:

The Personnel Officer
Alberta Housing Corporation
11810 Kingsway Avenue
EDMONTON, Alberta

and in the case of the Branch to:

The Secretary
Branch 72, Civil Service Association
of Alberta
EDMONTON, Alberta

and in the case of the Association to:

The President
Civil Service Association of Alberta
10975 - 124 Street
EDMONTON, Alberta

In Witness Whereof the parties hereto have caused these presents to be executed by their duly authorized officers in that behalf this 19th day of March, 1975, A.D.

The Civil Service Association of Alberta

Per: _____
T. W. Broad, President,
Civil Service Association of Alberta

Per: _____
W. C. Ives, Director of Membership Services
Civil Service Association of Alberta

Per: _____
Barry D. Boyd, Chairman, Branch 72
Civil Service Association of Alberta

The Alberta Housing Corporation

Per: _____
P. J. Dowling, President
Alberta Housing Corporation

Per: _____
L. G. Symbaluk, Personnel Manager
Alberta Housing Corporation

Per: _____
E. Anderson
Chief Negotiator

SCHEDULE "A"

CLASSIFICATION AND SALARY SCHEDULE

CLASSIFICATION		I	II	III	IV	V	VI	LSI
Mail Clerk **	#	481	506	532	558	584	613	640
Messenger **	*	527	554	583	611	639	671	701
Clerk I **		"	"	"	"	"	"	"
Cost Clerk **		"	"	"	"	"	"	"
Clerk Typist **	#	486	511	537	563	589	618	646
	*	532	560	588	616	645	677	707
Clerk Stenographer **	#	497	524	553	582	611	641	670
	*	544	574	606	637	669	702	734
Loans Clerk	#	553	572	594	616	640	665	695
Receptionist	*	606	626	650	675	701	728	761
Data Control Clerk		"	"	"	"	"	"	"
Clerk II		"	"	"	"	"	"	"
Maintenance Clerk		"	"	"	"	"	"	"
Mortgage Arrears Clerk		"	"	"	"	"	"	"
Loans Off. Trainee	#	618	642	667	693	721	750	784
Accts. Receivable Clerk	*	677	703	730	759	789	821	858
Accts. Payable Clerk		"	"	"	"	"	"	"
Property Clerk		"	"	"	"	"	"	"
Stenographer		"	"	"	"	"	"	"
Secretary I		"	"	"	"	"	"	"
Mortgage Clerk		"	"	"	"	"	"	"
Accounting Clerk		"	"	"	"	"	"	"
Documents Clerk		"	"	"	"	"	"	"
Payroll Clerk		"	"	"	"	"	"	"

** Classes eligible for a six-month increment

CLASSIFICATION		I	II	III	IV	V	VI	LSI
Secretary II	#	646	671	697	726	758	792	832
	*	707	735	763	795	830	867	911
Library Technician	#	608	650	693	737	783	832	880
	*	666	712	759	807	857	911	964
Loans Control Clerk Data Terminal Supervisor	#	681	712	745	780	815	851	891
	*	746	780	816	854	892	932	976
Draftsman Engineering Technician	#	748	802	858	915	972	1,033	1,087
	*	819	878	940	1,002	1,064	1,131	1,190
Stat. Research Asst. Housing Research Asst. Loans Officer	#	784	821	859	901	943	987	1,036
	*	859	899	941	987	1,033	1,081	1,134
		"	"	"	"	"	"	"
Economist	#	817	856	897	939	982	1,029	1,080
	*	895	937	982	1,028	1,075	1,127	1,183
Property Officer	#	856	897	939	982	1,029	1,078	1,132
	*	937	982	1,029	1,075	1,127	1,180	1,240
Chief Draftsman	#	897	939	982	1,029	1,078	1,129	1,185
	*	982	1,028	1,075	1,127	1,180	1,236	1,298
Appraiser Trainee	#	892	958	1,024	1,091	1,162	1,232	1,294
	*	977	1,049	1,121	1,195	1,272	1,349	1,417

CLASSIFICATION		I	II	III	IV	V	VI	LSI
Staff Housing Officer	#	933	975	1,019	1,066	1,115	1,167	1,222
	*	1,022	1,068	1,116	1,167	1,221	1,278	1,338
Senior Loans Officer	#	943	987	1,032	1,078	1,125	1,174	1,223
	*	1,033	1,081	1,130	1,180	1,232	1,286	1,339
Purchasing Agent	#	982	1,029	1,078	1,129	1,181	1,238	1,299
Area Housing Manager	*	1,075	1,127	1,180	1,236	1,293	1,356	1,422
Rehabilitation Officer		"	"	"	"	"	"	"
Programmer Analyst	#	982	1,041	1,101	1,162	1,222	1,296	1,361
	*	1,075	1,140	1,206	1,272	1,338	1,419	1,490
Technician	#	973	1,031	1,091	1,151	1,211	1,284	1,348
	*	1,065	1,129	1,195	1,260	1,326	1,406	1,476
Soc. Research Officer	#	1,020	1,067	1,119	1,172	1,228	1,287	1,352
Accountant	*	1,117	1,168	1,225	1,283	1,345	1,409	1,480
Budget Control Officer		"	"	"	"	"	"	"
Inspector	#	1,066	1,116	1,168	1,224	1,282	1,344	1,412
Housing Development Manager	*	1,167	1,222	1,279	1,340	1,404	1,472	1,546
Chief Statistician	#	1,115	1,166	1,222	1,280	1,342	1,406	1,477
Chief Economist	*	1,221	1,277	1,338	1,402	1,469	1,540	1,617
Housing Oper. Manager		"	"	"	"	"	"	"
Asst. Adm. S/C/H		"	"	"	"	"	"	"
Asst. Adm. Pub. Housing		"	"	"	"	"	"	"
Senior Inspector		"	"	"	"	"	"	"
Contract Manager		"	"	"	"	"	"	"
Maintenance Supervisor		"	"	"	"	"	"	"

CLASSIFICATION		I	II	III	IV	V	VI	LSI
Chief Maintenance	#	1,113	1,180	1,252	1,323	1,395	1,469	1,542
	*	1,219	1,292	1,371	1,449	1,528	1,609	1,689
Project Estimator	#	1,167	1,223	1,282	1,343	1,406	1,474	1,548
Chief Const. Inspector	*	1,278	1,339	1,404	1,471	1,540	1,614	1,695
Tech. Land Officer		"	"	"	"	"	"	"
Appraiser	#	1,218	1,294	1,371	1,450	1,529	1,610	1,691
	*	1,334	1,417	1,501	1,588	1,674	1,763	1,852
Engineer	#	1,341	1,403	1,472	1,540	1,614	1,690	1,775
Architect	*	1,468	1,536	1,612	1,686	1,767	1,851	1,944

- January 1, 1975
* - April 1, 1975

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